

The Early Years Nursery School Alliance

**HELEN GIBSON and CLERVAUX NURSERY  
SCHOOL**

**ADMISSIONS POLICY**

**Sep 21**

## **SCHOOL ADMISSIONS**

Names for the nursery admission register are taken whenever a parents wishes to put down their child's name.

Sometimes parents call into nursery to put down a child's name and names are also taken over the telephone/email.

Our waiting lists have a good mix of families from across the borough.

Prior to the child's 2<sup>nd</sup> birthday we send out application forms which will show if the child is eligible for a 2-year-old place. From September 2017 it asked who will be eligible for the 30 hour offer.

We use the over subscription criteria to decide places here. In some instances, we may take children in throughout the year. This is decided by the executive head teacher. However, children enter main nursery the term after they turn three.

### **Criteria for Oversubscription within the Local Authority**

Nursery schools do not have catchment areas, even where they are part of an infant or primary school. Schools must not use their catchment areas as a criterion for entry into their nursery. Whilst it is acceptable for schools to take names of interested parents, nursery places must not be allocated on a 'first come, first served' or a waiting list basis if over subscription occurs. When over subscription occurs the following criteria must be applied: -

1. 'Looked after children' meaning children accommodated by the Local Authority.
2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. Concurrent sibling link – brother or sister only attending the nursery when the child will be admitted (this includes adoptive siblings, half siblings, step siblings, long-term fostered children residing at the same address)
4. Shortest distance from the centre of the parental home residence (including flats) to the main nursery entrance as measured as a straight line using the Local Authority

Copies of these criteria are always available to parents.

Parents may request a morning, afternoon or 2 and ½ day or a 30-hour place; however, this is not a guarantee. In some cases, parents may be offered an alternative one if their first choice is not available. However wherever possible we will aim to support all families with their initial choice.

Letters regarding allocation of nursery places are sent to parents in January / February. Following on from this, another letter is sent out to parents to invite them to an Open Day/ visit during the Summer Term; on this occasion parents are given the opportunity to see the nursery and all staff are on hand to answer any queries they may have. At this time parents are also given an appointment time for a home visit – these are carried out during the first week of term in September. If the time is not convenient alternative times can be arranged. At the Open Day parents are given the relevant information as to their child’s starting date and they are also given a talk by the head teacher.

**COVID 19**

An initial visit will take place where one parent can bring the child to school whilst wearing a mask in very small groups.

Those applying for a 30-hour place must provide us with their National Insurance number of the parent / carer and the code which is provided through the HMRC before starting nursery.

The children are brought in during the “Settling-In-Period”. The time can be gradually built up until they are ready to stay for their full entitlement of 15 /30 hours per week. If you would like your child to stay for lunch, please see their key worker or a member of staff to ensure they have settled enough to take this next step. During Covid 19 times, children will be brought in as quick as possible.

On the occasion of each child’s first visit to nursery each parent is given a copy of our “Information for Parents” booklet; this booklet hopefully gives parents a much more detailed picture of the nursery routine and it also includes useful guidelines and notes re the philosophy of the nursery.

Signed by chair of governors .....

Signed by Executive Head Teacher \_\_\_\_\_

Date - SEP 2021

DATE FOR NEXT REVIEW: SEP 2022